











VIEW/PRINT TEST SESSION TICKETS

To view/print test session tickets, follow these steps:

1. Select **Test Sessions** under the **Test Setup** tab.
2. Select the **Administration** you would like to search.
3. If applicable, select the **District** and/or **School**.
4. Click **Show Sessions**.
5. Enter in any additional criteria: **Content Area** or **Assessment**.
6. Click on the **View/Print** icon  in the Action column next to the test session.
7. Select the Test Tickets by either checking the box next to the applicable students and clicking **Print Selected**, or by clicking **Print All** to print all the tickets for the test session.
8. A PDF document opens containing the Test Ticket instructions, a roster of student tickets being printed, and the Test Tickets.
9. Print the PDF and separate the tickets for distribution to students at testing time.
10. To return to the **Test Sessions** page, click **Close**.

Quick Print All Test Session Tickets:







- Click the **Print All** icon  under the Action column next to the test session.

Session Detail							
District	School	Session Name	Assessment	Status	Begin Date	End Date	Action
Sample District	Sample School 1	TEST Writing Group 1	Reading/Literature	Not Started	8/4/2011	8/3/2012	   
Sample District	Sample School 1	TEST Writing Group 2	Reading/Literature	Not Started	8/4/2011	8/3/2012	   

Testing Status

[Instructions](#)

Testing Status - TOut Session (Geometry Practice)

Select	Last Name	First Name	User Name	Password	Status	Started	Completed	Action
<input type="checkbox"/>	Muntz	Nelson	1111111111	FULL4907	Not Started			 
<input checked="" type="checkbox"/>	Twinn	Leary	0909090909	WALL4907	Not Started			 
<input type="checkbox"/>	Simpson	Lea	3333333333	RICE1990	Not Started			 

The Student Login Ticket (Test Ticket) always indicates the name of the administration, the name of the test session, the name of the assessment, the username (student's PAsecureID), the password, and any accommodations (if applicable).

Administration Name: CDT
Test Session Name: Training Teacher/Class/Session
Content Area: Mathematics
Assessment Name: Algebra II
Test Session Window: 8/1/20

RESET STUDENT TEST LOGINS

Reset can be done for individual students or for groups of students. To **Reset** Student Test Logins (Test Tickets), click on the **View/Print** icon next to the test session and either click on the **Reset All** button or check the boxes next to selected students and click on the **Reset Selected** button.



Reset Available Button

See the “Extended Testing Time” and “Reset” sections within the “Classroom Diagnostic Tools Assessment Administration” section of this user guide for details on when the Reset option should be used for CDT assessments.